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20 September 1984

MEMORANDUM FOR: Deputy Director for Administration


FROM:

 Director of Information Services

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SUBJECT: OIS Weekly Report (13 - 19 September 1984)

A. PROGRESS ON ACTION ITEMS

1. Efforts by several components to find unaccounted for Top Secret (TS) collateral documents continues. The Archives and Records Center Branch found a destruction record of two documents charged to the DDO as unaccounted for. An ICS staff officer identified 53 unaccounted TS documents that had been destroyed by his component. OSO found nine documents in its review of material retired to the Records Center that were previously unaccounted for and charged to other components; as a result, the responsibility for these documents has been changed to OSO. It also identified other TS documents which had never been entered in the TSCADS data base. (DDA ONLY FYI: The current number of unaccounted for TS collateral documents stands at 11,155.) 

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2. A representative of the Information Resources Management Division (IRMD) attended a meeting of the TRIS Users Group with its Standards Committee on 11 September. The meeting was held to address issues concerning TRIS that needed some clarification. The representative from IRMD outlined the type of standards that needed to be developed for TRIS. The Standards Committee is to provide its final report to Chief, IRMD, on 28 September 1984. The Users Group will also submit a "Request for Change" to the TRIS Configuration Control Board regarding the manner in which the document number will be recorded in TRIS.

3. Members of the Records Evaluation Unit (REU) of IRMD met with the Records Management Officer, Office of Security, and a representative of the OS Registry to discuss conversion of the OS registry data bases to TRIS. REU learned that the OS registry does central filing, bringing to six the number of Agency registries that provide this service.

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B. SIGNIFICANT EVENTS AND ACTIVITIES

1. Director and Deputy Director, OIS, and Chief, IRMD, attended a meeting of the Information Systems Board to discuss the final report and the recommendations of the Executive Information Systems (EIS) Working Group. The chairman of the Working Group briefed the Board, and then members were asked to comment on the Group's findings. Some of the Board members questioned the need for an EIS since senior managers had not asked that such a system be established. Others felt that it would be wasteful to develop a new system and that it would be better to develop an EIS using a network of Wang Alliances or the existing VM system. Mr. Taylor, Executive Director, (Chairman of the Board), tabled action on the Working Group's proposal until members had more time to think about the issues.

2. Chief, ADP Section, AARC, visited the Office of Medical Services to assist in inputting shelf lists directly into ARCINS and in correcting input errors. There was a discussion about the feasibility of going back and inputting previously retired X-ray jobs into ARCINS by folder, name, and folder number. This change would be very helpful to OMS, allowing them to destroy the card file that they use to locate their X-rays. OMS would also like to retire new X-ray jobs several times each year instead of just once.

3. Representatives of the Classification Review Division (CRD) met with members of the Air Force History Office on 14 September to discuss an Air Force history of air interdiction in Southern Laos during the Vietnam War. (For previous reporting on this topic, please refer to OIS Weekly dated 23 August 1984, item 3.) The representatives were seeking cooperation and an expeditious review of the documents in question. CRD assured them of a quick response but said that the Department of State (DoS) was the final arbitrator in the decision whether to release or not because it clearly involved foreign relations policy. The Air Force representatives were told that CRD would work with DoS to find mutually acceptable language and excisions. All actions will be coordinated with the IROs in the DO and the DI.

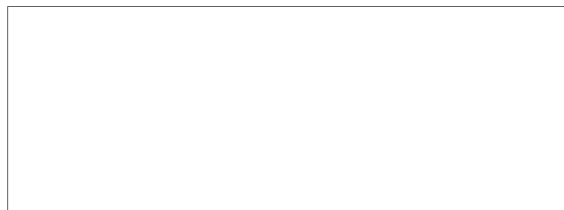
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SCHEDULED EVENTS

Representatives of IRMD have scheduled a meeting on 26 September with a member of the Arms Control Intelligence Staff (ACIS), DI, to discuss TRIS and its possible application as a document control system within ACIS.

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